

# **NATIONAL CREDIT UNION ADMINISTRATION**

Office of Small Credit Union Initiatives  
Community Development Revolving Loan Fund

## **General Guidelines for Technical Assistance Grants for Credit Unions**

Staff, Official, and Board Training Grant Initiative - 2006
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Opens: March 3, 2006

Closes: January 31, 2007

1. Application
2. Instructions
3. Guidelines

*Eligible credit unions may apply for up to  
\$1,500 through July 31, 2006, and  
\$1,500 through January 31, 2007  
for a maximum of \$3,000 under this initiative.*

National Credit Union Administration  
Office of Small Credit Union Initiatives  
Community Development Revolving Loan Fund  
1775 Duke Street  
Alexandria, Virginia 22314

*National Credit Union Administration  
Office of Small Credit Union Initiatives  
Community Development Revolving Loan Fund*

<p>Application Staff, Official, and Board Training Grant Initiative-2006</p>
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1. CREDIT UNION NAME	
2. MAILING ADDRESS	
MAILING ADDRESS, CON'T	
3. CITY, STATE, ZIP	
4. CONTACT NAME/TITLE	
5. CONTACT PHONE NUMBER	
6. CREDIT UNION FAX NUMBER	
7. CREDIT UNION EMAIL ADDRESS	
8. CREDIT UNION CHARTER NUMBER	
9. CREDIT UNION EMPLOYER TAX ID NUMBER	
10. CREDIT UNION DUN AND BRADSTREET UNIVERSAL NUMBERING SYSTEM NUMBER	
11. AMOUNT REQUESTED	\$
12. NAME AND TITLE OF AUTHORIZED INDIVIDUAL	
13. SIGNATURE	

\*By signing above, the credit union representative (1) is certifying that the credit union remains low-income designated, as defined in NCUA's Rules and Regulations; and (2) is committing the credit union to working toward the objectives of the CDRLF as described in question 4. of the application.

Please read all instructions and guidelines thoroughly before completing the application.

Answer the following questions and attach separate sheets as necessary for your responses.

1. Describe fully the training/conference that the grant will cover.

2. Provide the following information:

- (a) Name(s) of the vendors who will provide the training.
- (b) List of costs associated with the training. (Tuition, books, supplies, etc.)
- (c) Copies of bids, estimates, prices, and other supporting information.

3. Will the grant funds help the credit union to (check all that apply)

- ☐ Improve its operational efficiency?
- ☐ Improve its financial condition?
- ☐ Develop management awareness of laws and regulations and their implementation?
- ☐ Provide new services to members?
- ☐ Improve upon existing services?
- ☐ Increase income in the community?
- ☐ Increase ownership (i.e. account balances, homes, automobiles, personal and business assets) in the community?
- ☐ Increase employment in the community?

The credit union will be asked to describe the outcomes of the grant proceeds in the credit union's grant evaluation.

# **General Guidelines for Technical Assistance Grants for Credit Unions**

## **Staff, Official, and Board Training Grant Initiative-2006**

<b>Instructions</b>
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1. Enter the full legal name of the credit union. (EG: Mammoth Employees Federal Credit Union or Middle America Credit Union)
2. Enter the mailing address of the credit union, including suite number, building number, floor, or any additional required address information.
3. Enter the City, State, and ZIP code corresponding to the mailing address of the credit union.
4. Enter the name and title of the individual to whom questions regarding this grant application should be addressed.
5. Enter the telephone number of the contact person listed in item 4. above.
6. Enter the fax number of the credit union, if none, enter “none.”
7. Enter the credit union’s email address (format should be [credit.union@ncua.gov](mailto:credit.union@ncua.gov)), if none, enter “none.”
8. Enter the credit union’s charter number.
9. Enter the credit union’s 9 digit employer tax ID number.
10. Enter the credit union’s 9 digit Dun and Bradstreet Universal Numbering System (DUNS) Number. Dun and Bradstreet Universal Numbering System (DUNS) numbers may be obtained by calling Dun and Bradstreet, toll-free, at 1-866-705-5711.
11. Enter the dollar amount of the grant amount that the credit union is requesting.
12. Type or print the name and title of the individual who is authorized to sign on behalf of the credit union.
13. The individual named in question 12. above must sign the front page of this application.

Questions regarding completing this application can be directed to the Office of Small Credit Union Initiatives at

National Credit Union Administration  
Office of Small Credit Union Initiatives  
1775 Duke Street  
Alexandria, VA 22314

(703) 518-6610—phone  
(703) 519-4088—facsimile  
E-mail: [oscuiapps@ncua.gov](mailto:oscuiapps@ncua.gov)

## Guidelines

### What is the Purpose of the Community Development Revolving Loan Fund?

The National Credit Union Administration's (NCUA's) Community Development Revolving Loan Fund (CDRLF) was established by Congress to support credit unions that serve low-income communities by making loans and TAGs available to qualifying institutions. Low-interest loans/deposits are made available to low-income designated credit unions to enhance their financial capacity to, in turn, extend financial services to their members.

Congress appropriates funds to the CDRLF for loans and grants. The interest earned on loans is also available as a source of additional funds retained by the program for grant purposes.

### What is the objective of Technical Assistance Grants?

The objective, or desired outcome, of technical assistance grants is to:

- Improve the quality of financial services to members;
- Make the operations of low-income credit unions more efficient; and, ultimately
- Stimulate economic activities in the communities served by the credit unions.

By applying for technical assistance grant funds, the credit union is committing to working toward the purpose of the CDRLF and the objective of a technical assistance grant.

### Which credit unions are eligible to apply?

To participate in the Program, a federally chartered credit union must be currently designated as a "low-income" credit union as set forth in NCUA's Rules and Regulations, Section 701.34. A state chartered credit union must have the equivalent low-income designation from its respective state supervisory authority (SSA) and concurrence from NCUA.

In addition, based on an Office of Management and Budget (OMB) policy directive effective October 31, 2003, credit unions must have a Dun and Bradstreet Universal Numbering System (DUNS) number in order to be eligible to receive grant or loan funding from the CDRLF. As of this printing, a DUNS number may be obtained by calling Dun and Bradstreet, toll-free, at 1-866-705-5711.

## **How does the grant payment process work?**

Credit unions must apply for and be approved for a grant before making any expenditures.

After receiving a grant award letter, the credit union may purchase the goods or spend the funds, up to the amount approved.

The credit union must then submit copies of receipts and evidence of payment to NCUA for reimbursement.

All requests for reimbursement must be received before the end of the commitment period listed in the grant award letter.

## **What is the Staff, Official, and Board Training Grant Initiative?**

NCUA believes that having strong and competent leadership in credit unions is critical in helping credit unions achieve their strategic objectives, delivering financial services to members, and attracting new members.

The Staff, Official, and Board Training Initiative provides funds to eligible credit unions to offset the cost of tuition, books and supplies for relevant training courses, workshops, conferences, or seminars. This initiative is open year-round and credit unions may apply for grant funds throughout the year.

## **What are the allowable uses of funds?**

Grant funds may be used to pay the cost of tuition, books, and materials or supplies required for the course, workshop, conference, or seminar. Travel expenses will not be reimbursed.

All approved costs will be detailed in the grant award letter to the credit union.

## **How much money is available?**

NCUA has allocated \$120,000 to this grant initiative. Low-income designated credit unions may apply for up to \$1,500 through July 31, 2006 and another \$1,500 from August 1, 2006 through January 31, 2007. A maximum of \$3,000 in grant funds will be awarded to any one credit union under this initiative.

Grants will be awarded based on the merit of the application.

## What are the application deadlines?

Application Open Date: March 3, 2006

Application Closing Date: January 31, 2007. 5 p.m., EST

## What is the method for evaluating the grant applications?

Grant applications will be evaluated based on financial and non-financial factors as listed below.

Financial factors include the following:

CAMEL Rating

Net Worth Ratio

Delinquency Ratio

Return on Assets Ratio.

Financial factors are used to determine the financial health and fitness of the credit union and its ability to carry out the project as described in the grant application.

Non-Financial factors include the following:

Assessment of Management is a determination of whether management has been responsive to examiners and whether management has the ability to carry out the project described in the grant application.

Purpose is a determination of whether the outcome of the project, as described in the grant application, coincides with the purpose of the CDRLF as described in Section 705.2 of the NCUA's Rules and Regulations. That purpose would be: (1) providing basic financial and related services to residents in their communities; and (2) stimulating economic activities in the communities they serve which will result in increased income, ownership and employment opportunities for low-income residents, and other community growth efforts.

Assessment of Impact is a determination of the scope and reach of the proposed use of the grant funds. Grant applications which indicate that grant funds will have an impact on credit union members and the community as whole receive priority consideration.

Previous Funding is a determination of whether the credit union has received previous CDRLF grant funding. Credit unions which have NOT received funding in the past will receive priority consideration.

Ability to Self-Fund is an assessment of the credit union's net worth, cash, and liquidity to determine whether the credit union has the ability to fund the project on its own. Priority consideration is given to those credit unions which cannot completely fund the project as described in the grant application.

Partnerships is a determination of whether the credit union has developed other partner relationships and has considered other sources of grant funds. Under this grant initiative, a viable partner relationship with another organization is required.

## What information needs to be submitted with the grant application?

Credit unions must submit a completed Technical Assistance Grant Application.

## Where should completed applications be submitted?

Applications may be faxed to: (703) 519-4088

Applications may be emailed to: [oscuiapps@ncua.gov](mailto:oscuiapps@ncua.gov)

Credit unions that are unable to fax or email applications should telephone the Office at (703) 518-6610.

## What is the reporting requirement after receiving a grant?

Credit unions receiving awards must provide to OSCUI an evaluation of the impact of the grant funding on the credit union's operations. The evaluation consists of a short discussion of question 3. of the grant application. OSCUI will provide the format of the evaluation to the credit union with its award letter.

The credit union should submit its evaluation of the grant outcome when it submits its request for reimbursement.

Evaluations may be faxed to: (703) 519-4088

Evaluations may be emailed to: [oscuiapps@ncua.gov](mailto:oscuiapps@ncua.gov)

## Is there anything that would cause an application to be immediately denied?

Yes.

1. Grants from the CDRLF are reimbursable grants. Credit unions applying for TAGs must obtain approval of the proposed expenditures before making those expenditures. Therefore, the OSCUI will not fund any grant where the credit union has committed to, procured, or purchased the good or service in advance of grant approval.
2. TAG funds are generally not provided for recurring operational expenses such as salaries, rent, office occupancy or office supplies.
3. TAG funds may not be used to reimburse NCUA for any activity.



## How can credit unions contact the office with questions?

Credit unions can contact the office at

Office of Small Credit Union Initiatives  
National Credit Union Administration  
1775 Duke Street  
Alexandria, Virginia 22314

Phone: (703) 518-6610  
Fax: (703) 519-4088  
Email: [oscuiapps@ncua.gov](mailto:oscuiapps@ncua.gov)